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ABSTRACT

This publication is a quarterly annotated bibliography of current literature on educational and vocational guidance. Included for each publication cited are the name and address of the publisher and the cost of the publication. The reviews are organized into sections on occupational information; educational, vocational and personal guidance; guidance administration and procedures; student and teacher aids; free or inexpensive guidance material; adult education and aging; handicapped and rehabilitation counseling; the counselor's bookshelf and periodicals in guidance and related fields. The report concludes with a special supplement addressed to the topic of preparation for work in the future. (SJL)

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OCCUPATIONAL INFORMATION

Anthropology and Jobs: A Guide for Undergraduates. H. Russell Bernard and Willis E. Sibley. American Anthropological Association, 1703 New Hampshire Ave., N.W., Washington, DC 20009. 1975. 28 pp. $1.00. Suggestions for combining an anthropology major with supplementary training are provided. Career opportunities and sources of information as well as coverage of M.A. and Ph.D. degrees in anthropology are included.

Career Information Center. Visual Education Corporation. Available from: Baker and Taylor Companies, Drawer Z, Momence, IL 60954. 1976. 12-volume set. $86.40 (pre-publication price until October 1, 1976); $96.00 (after October 1). This resource explores 12 career clusters describing more than 650 occupational profiles including 2500 job titles. Each profile provides definition and nature of work, education and training requirements, getting the job, working conditions, earnings and benefits, advancement possibilities and employment outlook. Sources of additional information are listed.

Career Opportunities for Psychologists: Expanding and Emerging Areas. Paul J. Woods. American Psychological Association, 1200 Seventeenth St., N.W., Washington, DC 20036. 1976. 307 pp. $5.00. New and expanding job opportunities for prospective psychologists are explored through a series of articles. Options not ordinarily considered by psychologists wishing to change careers or those currently unemployed or underutilized are considered. Fields of academia, human services, engineering/human factors/industrial/management, ecology/environment/population and others are examined.

Careers for Young Jewish Adults in Israel. Henry B. Stern. B'nai B'rith Aliyah Information Office and B'nai B'rith Career and Counseling Services in cooperation with the Israel Aliyah Center, Inc. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 34 pp. Free. General information on educational and career opportunities is provided for those planning to go to Israel. Careers in the helping professions, industry, science and health, and other professions are considered. The Israeli way of life as well as hints on conducting a job search are discussed.

TO OBTAIN ANY OF THE MATERIALS REVIEWED, PLEASE WRITE DIRECTLY TO THE NAME AND ADDRESS OF THE RESPECTIVE PUBLISHER

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Careers in Activity and Therapy Fields. Physical Education and Recreation for the Handicapped: Information and Research Utilization Center. Available from: American Alliance for Health, Physical Education and Recreation, 1201 Sixteenth St., N.W., Washington, DC 20036. 1976. 31 pp. $1.00. Introductory descriptions to 14 activity and therapy fields are presented. Nature of work, location of employment, educational and training requirements as well as sources of further information are detailed.

Careers in City Management. (Revised). Laurence Rutter. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 16 pp. $1.50. Roles and duties of the city manager are highlighted. Personal and educational requirements, financial aids, internships and in-service training are discussed. Opportunities for women and minority group members, remuneration, working conditions, professional organizations and employment outlook are considered.

Careers in Corporate Management. (Revised). Sanford Kleiner. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 21 pp. $1.50. Nature of work and fields of specialization are described. Educational and personal requirements, financial aids, availability of jobs, working conditions, work locations and travel, salary, advantages and disadvantages are discussed. Opportunities for women, Jewish and other minority youth are analyzed.

Careers in the Apparel Industry. Marvin J. Feldman. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 24 pp. $1.50. History, recent trends and nature of work including specializations are described. Education and training, personal requirements, student aids, employment opportunities, working conditions, opportunities for minorities and women, advantages, disadvantages and future outlook are considered.

Clergy. Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611. 1976. 4 pp. 55 cents. Variety of duties performed by ministers, priests and rabbis including responsibilities as counselors, administrators and teachers are detailed. Personal and educational requirements, initial preparation, earnings, hours and future outlook are examined.

Consumer Guide: New Job Opportunities for Women. Muriel Lederer. Publications International, Ltd., 3323 West Main St., Skokie, IL 60076. 1975. 275 pp. $8.95. Forty-nine careers for women including health care, business, the armed forces, engineering, science, public and personal service are described. Nature of work, where to find training, starting salary range, advancement opportunities and advanced training are discussed for each career.

Entering Industry: A Guide for Young Professionals. Fred W. Billmeyer, Jr. and Richard N. Kelley. John Wiley and Sons, Inc., Publishers, 605 Third Ave., New York, NY 10016. 1975. 281 pp. $14.50. Using the American chemical industry as an example, this book describes various ways of seeking and landing a job, responsibilities of industrial employees and means by which performance is assessed and advancement is achieved. Organization and typical job assignments are described for research and development, manufacturing, marketing, management and other company divisions.

Exploring Careers in Hospital and Health Administration. U.S. Department of Health, Education and Welfare, Public Health Service, Health Resources Administration, Bureau of Health Manpower, Washington, DC 20204. 1976. 16 pp. Free. Variety of career opportunities in health services administration are explored. Educational and personal requirements, financial aid, work-study programs, earnings, working conditions, future outlook and sources of additional information are covered. Undergraduate and graduate programs in hospital and health administration are listed.

Geologists. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1976. 4 pp. 50 cents. Nature of geologists' work, personal qualifications, determination of aptitudes and interests, and training requirements are surveyed. Working conditions, hours, earnings, advancement opportunities, employment outlook and related occupations are outlined.

Insurance. (Career Opportunities Series C15). Catalyst, 14 East 60th St., New York, NY 10022. 1975. 24 pp. 90 cents. Overview of insurance industry and job opportunities for women are provided. Educational requirements, career paths, salaries, hints on building a career and sources of additional information are given.

Modern Anatomist, The. American Association of Anatomists, Department of Anatomy, University of Arkansas Medical Center, 4301 West Markham St., Little Rock, AR 72201. 1976. Un-numbered. Free (single copy). History, structure and function of anatomists are surveyed. Involvement in the present, commitment to the future and rewards of the profession are outlined.

Occupational Information. (Fourth Edition). Robert Hoppock. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 383 pp. $12.95. Kinds of occupational information that counselors and clients need, where to get it and how to appraise, classify and file it are considered. Basic theories of career choice and development, ways in which occupational information may be presented to groups and results of research on the use of occupational information in career guidance are highlighted.

Occupational Outlook Handbook, 1976-77 Edition. U.S. Department of Labor, Bureau of Labor Statistics. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 783 pp. $7.00. This edition covers updated information on 850 occupations and 30 major industries. Each entry includes job description, training and educational requirements, personal qualifications, working conditions, earnings, advancement possibilities and employment outlook. Sources of additional information are included.

Opportunities in Biological Sciences Careers. Charles A. Winter. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 188 pp. $2.95 (paper). Various specialties including microbiology, genetics, entomology, ecology and wildlife biology, plant physiology, nutrition and 14 other areas are described. History of biology, educational requirements, personal characteristics, location of employment and ways to get started are detailed.

Opportunities in Building Construction Trades. Michael Sumichrast and Charles P. McMahon. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 102 pp. $2.45 (paper). Overview of construction industry–history, organization, outlook for residential and non-residential construction, and distribution of employment–is provided. Major portion of book is devoted to job descriptions and employment qualifications of craftsmen and skilled workers who comprise the building trades.

Opportunities in Law Enforcement and Related Fields. James D. Stinchcomb. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 169 pp. $2.95 (paper). Trends emerging in law enforcement occupations, including higher educational requirements, job specialization, crime prevention efforts and increased manpower needs are considered. Details about salaries, employment conditions, typical assignments and legal jurisdictions are included.

Opportunities in Psychology Careers Today. Donald E. Super and Charles M. Super. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 128 pp. $2.95 (paper). Nature of psychology, its place in society, popular misconceptions and problems which psychologists attempt to solve are reviewed. Education and training, work location, geographic distribution, demand, advancement possibilities as well as a list of doctoral programs in clinical, school and counseling psychology approved by the American Psychological Association are included.

Opportunities in Travel Careers. Robert Scott Milne. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 158 pp. $2.95 (paper). Employment opportunities in the travel industry including major travel, transportation and tourism industries are described. Educational preparation and specific steps for getting started are outlined. A list of colleges offering degrees or course in field of travel is provided.

Plastics Products Manufacturing Workers. Chronicle Guidance Publications, Inc., Moravia, NY 13118. 1975. 4 pp. 50 cents. Various occupations within the plastics industry are outlined. Training, entry methods, working conditions, earnings, advancement and employment outlook are detailed.

Recreation and Leisure Time Careers. Clayne Jensen. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 123 pp. $2.45 (paper). Evolution and scope of jobs which teach constructive use of free time are discussed. Social and economic trends which affect recreation careers, as well as

leadership and educational requirements are detailed. Appendices list federal and state agencies associated with parks and recreation, professional and service organizations and potential employing organizations.

Religious Occupations. Science Research Associates, Inc., 259 East Erie St., Chicago, IL 60611. 1976. 4 pp. 55 cents. Variety of jobs in religious work are described. Educational requirements, personal qualifications, preparation, earnings and future outlook are outlined.

Service to Humanity: A Career in Parks, Recreation and Leisure Services. National Recreation and Park Association, 1601 North Kent St., Arlington, VA 22209. 1976. Un-numbered. Free. Brief overview of careers in parks and recreation is given. Training and experience requirements, salary, supply and demand are outlined.

Shall I Study Pharmacy? (Revised). American Association of Colleges of Pharmacy, 4630 Montgomery Ave., Suite 201, Bethesda, MD 20014. 1976. 32 pp. 40 cents. Practice of pharmacy in various settings, educational requirements, college expenses and sources of finanical aid, personal qualifications and working conditions are detailed. Accredited colleges of pharmacy are listed.

"Starter" File of Free Occupational Literature, A. (Revised). Leonard H. Goodman and Anne E. Garrett. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 52 pp. $1.50. Materials listed may be used to organize a cost-free selective occupational library. For each of 117 careers, *Dictionary of Occupational Titles* three-digit occupational group arrangements, pamphlet title, publication date, and name and address of publishing organization are listed. These 117 pamphlets may be used to initially explore approximately 1000 careers. Index cross-references occupational titles of related careers with the 117 job titles.

Therapeutic Recreation Specialist, The. National Therapeutic Recreation Society, National Recreation and Park Association, 1601 North Kent St., Arlington, VA 22209. 1976. 6 pp. Free. Nature of work, education and training, working conditions and earnings are discussed. Colleges and universities in the U.S. and Canada offering degrees in therapeutic recreation are listed.

U.S. Energy Research and Development Administration Careers. U.S. Energy Research and Development Administration, Technical Information Center, P.O. Box 62, Oak Ridge, TN 37830. 1975. 24 pp. Free. Variety of careers available with the U.S. Energy Research and Development Administration are described. Academic qualifications, experience, personal qualifications as well as other general information are included.

Woman's Guide to Starting a Business. Claudia Jessup and Genie Chipps. Holt, Rinehart and Winston, 383 Madison Ave., New York, NY 10017. 1976. 266 pp. $8.95. Authors explain step-by-step how to turn an idea into a profit-making enterprise. Interviews with women in fields from retailing to maintenance and repair services are included.

Women in Science and Technology: Careers for Today and Tomorrow. American College Testing Program. ACT Publications, P.O. Box 168, Iowa City, IA 52240. 1976. 16 pp. $1.50. Expanding career opportunities for women in science and technology are explored. Step-by-step suggestions for career planning and listing of resources for further information are included.

Your Career in Interior Design. (Revised). Robert V. Doyle. Julian Messner, Simon and Schuster, Inc., One West 39th St., New York, NY 10018. 1975. 205 pp. $6.29. Varied types of careers in interior design, education needed for them and how to secure a job in the profession are discussed.

Your Career Opportunity as a Professional Worker in the Jewish Community Center and YM-YWHA. Personnel Services, National Jewish Welfare Board, 15 East 26th St., New York, NY 10010. 1976. 8 pp. Free. Jewish Community Center and YM-YWHA professional careers are described. Goals; typical activities; educational, experience, personality and background requirements; working conditions; employment outlook; professional associations and sources of additional information are detailed.

Your Future in the Military Services. Monro Mac Closkey. Arco Publishing Company, Inc., 219 Park Ave. South, New York, NY 10003. 1976. 243 pp. $1.95 (paper). Career opportunities in the U.S. Army, U.S. Navy and Marine Corps, U.S. Air Force and U.S.

Coast Guard are surveyed. Mission and organization, education programs, officer and enlisted programs as well as careers for women are described for each.

EDUCATIONAL, VOCATIONAL AND PERSONAL GUIDANCE

Accredited Dental Hygiene Programs. American Dental Association, Council on Dental Education, 211 East Chicago Ave., Chicago, IL 60611. 1976. Unnumbered. Free. Names and addresses are listed for approved dental hygiene programs.

Accredited Dental Schools. American Dental Association, Council on Dental Education, 211 East Chicago Ave., Chicago, IL 60611. 1976. 3 pp. Free. Dental schools that have approval, conditional approval or provisional approval status in the U.S. and Canada are listed. Addendum explains accreditation status.

Alcohol—Proof of What? Essie E. Lee. Julian Messner, Simon and Schuster, Inc., One West 39th St., New York, NY 10018. 1976. 192 pp. $5.79. Alcohol and alcoholism are discussed. Stories of young people who have had to cope with alcoholism in a parent, relative or themselves are included.

Approved Schools of Respiratory Therapy. American Association for Respiratory Therapy, 7411 Hines Pl., Dallas, TX 75235. 1976. Un-numbered. Free (single copy). Schools of respiratory therapy accredited by the Council on Medical Education of the American Medical Association are listed.

Career Advancement Guide: How to Determine Your Personal Pluses and Program Them for Reaching Desired Goals. Edward L. Adams, Jr. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1975. 263 pp. $19.95. This book is designed primarily for working individuals who are twenty-five or more years old. Framework is provided within which self-knowledge and a sense of personal direction may be developed.

Career and Life Planning. Joseph W. Hollis and Lucile U. Hollis. Accelerated Development, Inc., P.O. Box 667, Muncie, IN 47305. 1976. 312 pp. $8.95 (plus postage and handling). Activities are presented to help students prepare for and interact with others in the realm of career and life planning. Five aspects of life—occupational, educational, social, personal and leisure-time—are covered.

Career Counseling: Dreams and Realities. Charles A. Harkness. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703, 1976. 311 pp. $15.75. Theories of career counseling and career decision making are drawn together with dreams of high school and college students and realities of the labor market as forecast during the next ten years.

College Planning/Search Book. American College Testing Program, P.O. Box 808, Iowa City, IA 52240. 1975. 220 pp. $5.00. This book combines suggestions and ideas about the college planning process with information about individual colleges. Financial aid resources, schools with additional majors or educational programs, and index of U.S. colleges with cross-references to information for individual colleges are included.

Colleges and Universities With Degree Programs in the Atmospheric and Oceanographic (Physical/Dynamical) Sciences. American Meteorological Society, 45 Beacon St., Boston, MA 02108. 1976. 7 pp. Free. Name and location of schools offering programs in the atmospheric and oceanographic sciences are listed. Degrees awarded are included.

Easy Way to Better Grades, The. Otis D. Froe and Otyce B. Froe. Arco Publishing Company, Inc., 219 Park Ave. South, New York, NY 10003. 1976. 173 pp. $4.95 (cloth). Techniques of study and learning as well as effective use of educational resources and facilities, how to read and listen effectively, and how to take notes, quizzes and examinations are presented.

Education, Occupation and Earnings: Achievement in the Early Career. William H. Sewell and Robert M. Hauser. Academic Press, Inc., Publishers, 111 Fifth Ave., New York, NY 10003. 1975. 237 pp. $16.50. Focusing on earnings as the end-product of the achievement procedure, this book examines research on postsecondary schooling, occupational achievements and earnings during the first ten years after high school graduation. Causes and consequences of higher education, effects of socioeconomic back-

ground, social psychological processes of achievement, and influence of schooling and school quality on earnings are examined.

Effective Personal and Career Decision Making. Karl Bartsch, Elizabeth B. Yost and Kristen W. Girrell. Pennsyvlania State University. Available from: Westinghouse Learning Corporation, 100 Park Ave., New York, NY 10017. 1976. 141 pp. $14.50. Concepts as well as procedures and skills necessary to deal effectively with life decisions are considered. Units include: Understanding Yourself, Processing Decisions and Implementing Decisions.

Emerging Role of Mature Women, The: Basic Background Data in Employment and Education. Anna Elkin. Federation Employment and Guidance Service, 215 Park Ave. South, New York, NY 10003. 1976. 20 pp. $2.00 (prepaid). Selected bibliography of free and inexpensive materials provides information germane to the emerging role of women in American society. Each listing includes title and date of publication, publisher and address from which material may be obtained and brief description.

Facing Careers in the Year 2000. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 7 pp. $1.00. Changing environment, values and world of work are considered. Role of counselors in implementing changes directed toward future career needs is emphasized.

Getting Skilled: A Guide to Private Trade and Technical Schools. Tom Hebert and John Coyne. E. P. Dutton and Company, Inc., 201 Park Ave. South, New York, NY 10003. 1976. 262 pp. $4.95 (paper). Based on interviews with students and parents, recent graduates, school owners, the Federal Trade Commission and Better Business Bureau, authors report on private trade and technical schools that offer skilled training. Quality of training, costs, tuition refund policies, comparison of such training to that offered by community colleges and job success after course completion are considered. Appendices list schools accredited by the National Association of Trade and Technical Schools as well as a sampling of nonaccredited schools.

Graduate Library School Programs Accredited by the American Library Association. "Accredited List," American Library Association, 50 East Huron St., Chicago, IL 60611. 1976. 2 pp. Free. Information on accredited graduate school programs includes school name and address, administrator's name and degree offered. Schools having post-master's, specialist or certificate programs, doctoral programs and programs at the fifth-year level leading to professional bachelor's degree are indicated.

Heads or Tails. WAYOUT, Box 2829, Hollywood, CA 90028. 1975. 24 pp. Free (single copy). This booklet raises questions to be considered in the career selection process. Discovering one's abilities and interests, career lifestyles, finding a career with ample job openings and preparing for a job interview are among topics discussed.

Hidden Job Market, The: A System to Beat the System. Tom Jackson and Davidyne Mayleas. Quadrangle/The New York Times Book Company, 10 East 53rd St., New York, NY 10022. 1976. 278 pp. $12.00. System presented shows how to determine career objectives, how to prepare a "hard-hitting" resume, how to control an interview and how to get desired job offers. Strategies, checklists, forms and reference aids are provided.

How to Become an Assertive Women: The Key to Self-Fulfillment. Bryna Taubman. Pocket Books, Simon and Schuster, Inc., 630 Fifth Ave., New York, NY 10020. 1976. 214 pp. $1.95. By use of case histories, author shows how to analyze one's feelings of inadequacy and uncertainty, overcome fears of criticism, prepare for change to assertive behavior and build one's self-confidence with daily exercises. Timing assertive behavior for greatest effectiveness, hidden traps in self-assertion and assessing effects on assertive behavior on others are also considered.

How to Succeed in College: A Student Handbook. Joshua R. Gerow and R. Douglas Lying. Charles Scribner's Sons, 597 Fifth Ave., New York, NY 10017. 1975. 213 pp. $4.95. Advice and suggestions designed to provide beginning college students with a successful college experience are presented. Reasons for attending college, developing classroom techniques, study habits, examinations and special projects as well as personal adjustments to college are examined.

Institutions Offering Baccalaureate or Higher Degree in Dietetics. American Dietetic Association, 430 North Michigan Ave., Chicago, IL 60611. 1975. 4 pp. Free. Colleges and universities offering programs in dietetics are listed in alphabetical order by state.

Law School Admission Test. (Revised). Edward C. Gruber and Barry S. Willdorf. Simon and Schuster, One West 39th St., New York, NY 10018. 1976. 537 pp. $5.45. Four full-length practice tests to the LSAT with answers and explanations are provided. Section on "Getting Into Law School" discusses prospects of admission into law school and latest admissions statistics on over 100 accredited law schools.

Minorities and Women in the Health Fields: Applicants, Students and Workers. U.S. Department of Health, Education and Welfare, Public Health Service, Health Resources Administration, Bureau of Health Manpower. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 101 pp. $2.20. Tables providing information on the status of minorities and women in the health field are presented. Tables in first part contain information by racial/ethnic category, while tables in second part provide data for males and females. Multidiscipline tables covering students and practitioners are followed by similar tables for each health occupation for which data are available.

1975-1977 Guide to Independent Study Through Correspondence Instruction. National University Extension Association, One Dupont Circle, Suite 360, Washington, DC 20036. 1975. 44 pp. $1.00. Correspondence courses available from regionally accredited member colleges and universities are listed.

1976 Directory of Accredited Clinical Pastoral Education Centers and Member Seminaries. Association for Clinical Pastoral Education, Inc., 475 Riverside Dr., New York, NY 10027. 1976. 46 pp. Free. This directory lists by regions accredited Clinical Pastoral Education (CPE) centers, certified CPE supervisors, member seminaries and CPE seminary representatives.

Nutrition and the Athlete. Joseph J. Morella and Richard J. Turchetti. Mason/Charter Publishers, Inc., 641 Lexington Ave., New York, NY 10022. 1976. 264 pp. $3.95 (paper). This book not only explains nutrition but also tells how to relate this knowledge to a variety of specific sports. Nutritional content of foods, diet regimes for both gaining and losing weight, effect of drugs on physical effort and frequently held myths about food are examined.

Part-Time Father: A Guide for the Divorced Father. Edith Atkin and Estelle Rubin. Vanguard Press, Inc., 424 Madison Ave., New York, NY 10017. 1976. 191 pp. $7.95. Continuing relationship between divorced fathers and their children is considered. In addition to problems of money, visitation rights, bachelorhood, remarriage and the extended family, this book deals with pitfalls the divorced father may encounter and ways in which he can try to avoid them.

Planning Your College Education. Willam A. Rubinfeld. Vocational Guidance Manuals, 620 South Fifth St., Louisville, KY 40202. 1976. 179 pp. $2.95 (paper, plus 50 cents postage and handling). Desirability of a college education, planning for college and methods of reading and using college catalogs are outlined. College selection, rating colleges, types of programs, getting into college, college admissions tests, financial aids, adjusting to college and choosing a career are considered.

Podiatry Education: General Information for Prospective Students of Podiatric Medicine. American Podiatry Association, 20 Chevy Chase Circle, N.W., Washington, DC 20015. 1976. 11 pp. Free (single copy). This brochure is designed to give prospective podiatry students an overview of entrance requirements and approximate costs of attending a college of podiatric medicine. Practice of podiatry, entrance requirements, Colleges of Podiatry Admission Test, curriculum, tuition and fees, financial aid and student organizations are discussed.

Practical Nursing Career—1975-1976. Department of Practical Nursing Programs, National League for Nursing, 10 Columbus Circle, New York, NY 10019. 1976. 37 pp. 75 cents. General information about practical nursing education is provided. A listing of all state-approved practical nursing programs includes information about minimal education requirements, length of program, acceptance of men, administrative control and financial support of each school.

Programs for Medical Record Administrators. American Medical Record Association, 875 North Michigan

Ave., Suite 1850, John Hancock Center, Chicago, IL 60611. 1976. 2 pp. Free. Name and location of schools offering programs for medical administrators are listed. Entrance prerequisites, length of program, tuition, beginning date of classes and degree awarded are detailed.

Programs for Medical Record Technicians. American Medical Record Association, 875 North Michigan Ave., Suite 1850, John Hancock Center, Chicago, IL 60611. 1976. 2 pp. Free. Programs for medical record technicians are listed. Entrance prerequisites, length of program, tuition and beginning date of classes are included.

Scholastic Aptitude Test (SAT) for College Entrance. Edward C. Gruber and Morris Bramson. Simon and Schuster, One West 39th St., New York, NY 10018. 1976. 486 pp. $4.95. Full-length, practice tests similar to most recent SAT exam are provided in verbal and math areas as well as the new Standard Written English Test. Answers and their explanations are given.

Solving Your Career Mystery. Muriel S. Karlin. Richards Rosen Press, Inc., 29 East 21st St., New York, NY 10010. 1975. 182 pp. $4.80. Suggestions are presented to help individuals judge occupations in terms of their interests and abilities. Decision-making process, career levels and what they mean, and career fields as compared to personality traits are considered.

Why Should I Hire You? Seven Proven Steps for Getting the Job You Want. Melvin R. Thompson. Venture Press, 2515 Camino Del Rio South, San Diego, CA 92108. 1975. 209 pp. $11.95. Author presents seven steps for job hunting covering goals, evaluation, planning, preparation, interviews, selection and follow-up. Interviewing do's and dont's, sample questions for use by interviewees during interview, forms and worksheets are included.

Your Future as a Job Applicant. Gordon G. Barnewall. Arco Publishing Company, Inc., 219 Park Ave., South, New York, NY 10003. 1976. 108 pp. $1.95 (paper). Experienced student counselor offers suggestions on how to "choose and land the right job." Preparation of an effective personal data sheet, conducting oneself during a job interview and answers to often-asked questions about job hunting are considered.

GUIDANCE ADMINISTRATION AND PROCEDURES

Adelphi Experiment, The: Accelerating Social Work Education. Aaron Rosenblatt, Marianne Welter and Sophie Wojciechowski. Council on Social Work Education, 345 East 46th St., New York, NY 10017. 1976. 189 pp. $4.50. Data on effects of accelerated learning program at Adelphi School of Social Work on its students, their learning skills and use of them at work are evaluated.

Alternative Education: A Source Book for Parents, Teachers, Students and Administrators. Mario D. Fantini (Ed.). Anchor Books, Doubleday and Company, Garden City, NY 11530. 1976. 500 pp. $4.50 (paper). Background, philosophy and criticism of the alternative movement are presented. Free and independent alternative schools outside the system, alternatives within the system, implementation of public school alternatives, evaluating alternatives, financing, politics and teacher preparation for alternative schools are considered.

Be a Better Employment Interviewer: A Guide for the Screening Interview. Arthur R. Pell. Personnel Publications, P.O. Box 301, Huntington, NY 11743. 1976. 56 pp. $4.95. This guide covers screening interview techniques such as establishing rapport, controlling the interview, handling problem applicants, evaluating applicants, problems in evaluation and closing the interview. Checking references, legal problems in interviewing, special considerations in interviewing minority personnel and index to specific job questions are included.

Career Development: Theoretical and Practical Issues for Organizations. Edgar Schein. Reprinted from: European Conference on Career Development, International Labor Office, Geneva, Switzerland, April 1975. Available from: Organization Studies Group, Sloan School of Management, Massachusetts Institute of Technology, Cambridge, MA 02139. 1975. 55 pp. $1.00. Author stresses need for career development in public and private organizations. Definition of career, career stages and cycles, the "career cube," and ways to improve career development are considered.

Career Education: A Priority of the Chief State School Officers. David L. Jesser. Olympus Publishing Company, Two Olympus Plaza, 1670 East Thirteenth South, Salt Lake City, UT 84105. 1976. 168 pp. $7.95. Position taken by chief state school officers concerning career education is provided. Kinds of career education programs currently being used by state school systems are summarized.

Certification Model for Professional School Media Personnel. Certification of School Media Specialists Committee, American Association of School Librarians. Available from: Order Department, American Library Association, 50 East Huron St., Chicago, IL 60611. 1976. 40 pp. $2.00. Three criteria that must be integrated into all local systems of certification are identified. Desired on-the-job functions are detailed.

Community Psychology and the Schools: A Behaviorally Oriented Multilevel Preventive Approach. George J. Allen, Jack M. Chinsky, Stephen W. Larcen, John E. Lochman and Howard V. Selinger. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1976. 208 pp. $12.95. Model for developing a low cost and effective delivery system for mental health services in public schools is presented. Development and implementation of such a system along with evaluative scheme for determining its efficacy are described.

Competency Tests and Graduation Requirements. National Association of Secondary School Principals, 1904 Association Dr., Reston, VA 22091. 1976. 69 pp. $3.00. This monograph on competency tests addresses dual question of assisting students while at the same time insisting that the diploma regain meaning. Background to competency test movement and nationwide initiatives to use performance tests as a requirement for graduation are explored.

Crisis in Campus Management: Case Studies in the Administration of Colleges and Universities. George J. Mauer (Ed.). Praeger Publishers, Inc., 111 Fourth Ave., New York, NY 10003. 1976. 266 pp. $18.50. Contemporary state of collegiate affairs as well as conditions and circumstances of the current academic implosion are considered. Case studies explore themes of universities in transition, directions of educational programs, anxieties in academe, challenges of change and interaction with community.

Critical Incidents in School Administration: A Problems Approach to Educational Management for Teachers and Administrators. Robert C. Mills, Alan F. Quick and Michael P. Wolfe. Pendell Publishing Company, P.O. Box 1666, 1700 James Savage Rd., Midland, MI 48640. 1976. 148 pp. $8.95. Authors present problem solving techniques and ways of working successfully with the administrative team. School-community relations, faculty-staff relations, student rights and responsibilities, collective bargaining, extra curricular activities, innovation and change, supportive services and legal problems are studied.

Developing Executive Talent: A Practical Guide. Terry Farnsworth. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10020. 1976. 162 pp. $9.95. Practical problems of training and self-development for chief executives and directors, line managers and training professionals are examined.

Developmental Education and Other Emerging Alternatives in Secondary Guidance Programs. G. Dean Miller (Ed.). Pupil Personnel Services Section, Division of Instruction, Minnesota Department of Education. Available from: Documents Section, Room 140, Centennial Building, St. Paul, MN 55155. 1976. 346 pp. $5.00. Collection of studies focuses on developmental needs of adolescents derived from a cognitive-developmental framework espoused by Dewey, Piaget, Kohlberg, Selman and others. Ways in which this approach and other emerging alternatives can make secondary guidance programs more effective are explored.

Diversity in Higher Education: Reform in the Colleges. Ronald Gross. Phi Delta Kappa, Eighth and Union, Box 789, Bloomington, IN 47401. 1976. 25 pp. 35 cents (members); 50 cents (non-members). Reforms in higher education, including individualization, new roles for teachers, learning contracts, planning portfolios, resources for learning, alternatives and options, are considered. Implications for the schools are examined.

Education and the State. John F. Hughes (Ed.). American Council on Education, One Dupont Circle, Room 823, Washington, DC 20036. 1975. 276 pp. $12.00. Interrelationships of higher education and government are analyzed. Contributors suggest

methods for cooperation in order to resolve potential conflict between academic values of learning and pragmatic values of a democratic society.

Educational Technology: Implications for Early and Special Education. Alan Cleary, Terry Mayes and Derek Packman. John Wiley and Sons, Inc., Publishers, 605 Third Ave., New York, NY 10016. 1976. 191 pp. $16.95. Various traditions which have contributed to the development of educational technology are reviewed. Learning systems appropriate for early and special education are detailed. Descriptions of specialized equipment with diagrams, tables and technical glossary are included.

Encyclopedia of Associations. Volume 1: National Organizations of the U.S. (Tenth Edition). Margaret Fisk (Ed.). Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 1418 pp. $64.00. This basic source-of-sources covers 13,583 national, non-profit membership organizations in 17 subject categories. Each entry includes organization's name, address, phone; purpose and objectives; name and title of chief executive; number of members; publications; convention schedule and other details.

Encyclopedia of Associations. Volume 2: Geographic and Executive Index. (Tenth Edition). Margaret Fisk (Ed.). Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 718 pp. $45.00. Geographic Index, arranged in state and city order, provides addresses, phone numbers and executives' names. Executive Index lists by surname all executives mentioned in Volume 1, followed by their titles, name of organization, address and phone number.

Evaluating Occupational Education and Training Programs. Tim L. Wentling and Tom E. Lawson. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1975. 355 pp. $11.95. System of evaluation, including guidelines for developing a followup procedure and using outside consultative teams to pinpoint occupational education and training program's strengths and weakness, is proposed. Techniques for using employer surveys to evaluate program's success as well as directions for design and implementation of student assessment and personnel evaluation are provided.

Federal Support to Universities, Colleges and Nonprofit Institutions, Fiscal Year 1974. National Science Foundation. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 71 pp. $1.80. This report, based on findings from the Federal-wide data system, is designed to serve as an aid to determination of science funding policies by providing analyses of agency, geographic and institutional patterns of Federal academic science support. Information is also given on federally supported R&D activities at selected independent nonprofit administered Federally Funded Research and Development Centers.

Financial Aid and Student Persistence. Alexander W. Astin. Higher Education Research Institute, 924 Westwood Blvd., Suite 850, Los Angeles, CA 90024. 1975. 24 pp. $1.50. Focus is on use of financial aid to enhance student persistence in college. Analyses are designed to determine if type and amount of aid and conditions of its administration have any effect on students' chances of completing college.

Grants: How To Find Out About Them and What To Do Next. Virginia P. White. Plenum Publishing Corporation, 227 West 17th St., New York, NY 10011. 1975. 354 pp. $19.50. General sources of information for all grant-making sectors–government, foundations, business, industry, etc.–are described. Format for approaching and applying to potential funders is suggested.

Guide to Educational Programs in Noncollegiate Organizations, A. Project on Noncollegiate Sponsored Instruction, American Council on Education and University of the State of New York. Available from: Project on Noncollegiate Sponsored Instruction, Office on Educational Credit, American Council on Education, One Dupont Circle, N.W., Washington, DC 20036. 1976. 193 pp. $6.00. Over 500 courses sponsored by 38 organizations throughout the U.S. are listed. The project links postsecondary education and noncollegiate organizations, including business and industry, government, and labor unions by evaluating their educational programs and courses and establishing appropriate credit recommendations for them.

Handbook on Contemporary Education. Steven E. Goodman (Ed.). R. R. Bowker Company, 1180 Avenue of the Americas, New York, NY 10036. 1976. 622 pp. $35.00 (plus shipping and handling).

Approximately 120 articles, reports and surveys on major issues and concerns of contemporary education are presented. School busing, property taxes for education, social role of schooling, sex education, teacher militancy and trends in educational theory and practice are explored.

Libraries For Today and Tomorrow. Virginia H. Mathews. Doubleday and Company, Inc., Garden City, NY 11530. 1976. 228 pp. $3.95. Broad overview of history of U.S. libraries and changes currently taking place are considered. Public funding for new and existing programs, procurement of funds, and questions pertaining to services, who uses them and staffing are discusssed.

Management Techniques for Librarians. G. Edward Evans. Academic Press Inc., Publishers, 111 Fifth Ave., New York, NY 10003. 1976. 276 pp. $14.50. Basic library management problems concerned with planning, organizing and coordinating are presented. History of management, styles of management and organizational thought, creativity, decision making, planning, delegation, communications, motivation, personnel, finance, work analysis and future of library management are discussed.

Muddling Through: The Art of Properly Unbusiness-like Management. Roger A. Golde. AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1976. 177 pp. $10.95. Much of established management theory is challenged. Author focuses on aspects of management that are chaotic, imprecise, ambiguous and defy conventional logic.

National Faculty Directory, 1976. Volumes 1 and 2. (Sixth Edition). Gale Research Company, Book Tower, Detroit, MI 48226. 1976. 2426 pp. $98.00 (for set). Alphabetical listing, with addresses, is provided on approximately 449,000 members of teaching faculties at junior colleges, colleges and universities in the U.S. and selected Canadian institutions.

Perspectives on Career Guidance: An Administrator's View. S. Norman Feingold. A reprint from: *Peabody Journal of Education*, Vol. 52, No. 1, Oct. 1974. pp. 5-13. Available from: B'nai B'rith Career and Counseling Services. Address on masthead. 1975. 8 pp. $1.00. Basic concepts of career education and their relation to career guidance are considered. Twenty-two working guidelines for counselors are provided. Suggestions are made concerning the role which may be taken by a professional association toward implementing relevant career guidance programs.

Practical Counseling in the Schools. Gary B. Belkin. William C. Brown Company, Publishers, 2460 Kerper Blvd., Dubuque, IA 52001. 1975. 470 pp. $11.95. Concepts of counseling, theories of counseling and psychotherapy, the counseling experience, and specialized counseling services and applications are reviewed. Place of counseling in education and the multiple roles of school counselors are considered.

Psychological Report Writing. Norman Tallent. Prentice-Hall, Inc., Publishers, Englewood Cliffs, NJ 07632. 1976. 262 pp. $12.95. This book is a study of who utilizes the psychological report, who contributes to it, its specific requirements and how it should be evaluated. New departures in the development and reporting of psychological data are explored.

Public Relations: A Guide for School Counselors. Carol L. Hills (Ed.). Massachusetts School Counselors Association, Inc., 230 Third St., Stoughton, MA 02072. 1976. 48 pp. Free (single copy to members); $4.00 (non-members). A guide to developing effective public relations programs for school counselors is presented. Relating the guidance story to internal and external publics, how to introduce new programs and exhibits are considered.

Releasing Test Scores: Educational Assessment Programs, How To Tell the Public. National School Public Relations Association, 1801 North Moore St., Arlington, VA 22209. 1976. 64 pp. $4.75. Planning and implementation of program to release information on educational assessment in a way that will foster school/community understanding and confidence are examined. Analyzing goals and audience needs, planning activities and resources, putting plans into action, evaluating results as well as examples of ideas, timelines, surveys and news releases are considered.

Selecting Educational Equipment and Materials for School and Home. Monroe D. Cohen (Ed.). Association for Childhood Education International, 3615

Wisconsin Ave., N.W., Washington, DC 20016. 1976. 108 pp. $3.50. This publication is designed as an aid to selection, procurement and use of materials that will help meet the growing and learning needs of children from infancy through early adolescence.

STUDENT AIDS

American Podiatry Association Fellowships: Descriptive Information and Eligibility Requirements. American Podiatry Association, 20 Chevy Chase Circle, N.W., Washington, DC 20015. 1975. 4 pp. Free. The American Podiatry Association annually awards three $6,500 fellowships for full-time graduate study leading to an advanced degree in a field related to podiatry. Selection, eligibility, payment and application procedure are covered.

Educational Financial Aid Sources for Women. Clairol Loving Care Scholarship Program. Available from: Clairol, 141 North Fifth St., Saddle Brook, NJ 07662. 1976. Un-numbered. Free. Major organizations that are sources of financial aid for women seeking to further their education are surveyed. Each listing provides brief description as well as name and address of contact. Selected reference materials are included.

Firestone Scholarship Program for Sons and Daughters of Employees. Firestone Scholarship Committee, Firestone Tire and Rubber Company, Akron, OH 44317. 1975. 8 pp. Free. The Firestone Scholarship Program provides for annual financial assistance awards to sons and daughters of Firestone employees who seek a college education. Eligibility, choice of college and admission, selection of recipients, responsibilities of scholarship winners and application procedures are discussed.

Golden Plate Scholarship Program, The. International Foodservice Manufacturers Association Education Foundation. Available from: National Institute for the Foodservice Industry, 120 South Riverside Plaza, Chicago, IL 60606. 1976. Un-numbered. Free. Students currently enrolled in foodservice courses are provided with information necessary to apply for IFMA Golden Plate Scholarships awarded annually. Each scholarship is awarded for one academic year in the amount of $600. Eligibility requirements, application and selection procedure, deadlines are stipulated.

Graduate Education for Public Health: A Guide to Programs and Policies of the Nation's Schools of Public Health. Association of Schools of Public Health, 1825 K St., N.W., Washington, DC 20006. 1976. Un-numbered. Free. Role of schools of public health, public health professionals, curriculum, degrees offered and prerequisites for admission, and financing are examined. Accredited schools of public health are listed.

Graduate Scholarships for Community Organization Programs Available for Careers in Jewish Community Welfare Federations. Council of Jewish Federations and Welfare Funds, 315 Park Ave. South, New York, NY 10010. 1976. 4 pp. Free. The Council of Jewish Federations and Welfare Funds offers a combination of scholarship grants and loans to young men and women who seek to prepare themselves for careers with Jewish Federations in the United States and Canada. Description of scholarship-loan program, eligibility, participating universities and institutions, core curriculum, qualifications required, salary and application procedure are noted.

Guide to Financial Aid for Students and Parents. Elizabeth W. Suchar and Phyllis Harris. College Entrance Examination Board. Available from: Simon and Schuster, Inc., One West 39th St., New York, NY 10018. 1975. 245 pp. $4.95 (paper). Information on major financial aid sources in this country is presented. Basic Educational Opportunity Grant Program, financial aid from states, Guaranteed Student Loan Program, special purpose programs and local financial aid are covered. Listing of U.S. colleges and universities with tuition, fees and other expenses is provided.

It's a Two-Way Street: The Public Health and National Health Service Corps Scholarship Training Program for Students of Medicine and Osteopathy. U.S. Department of Health, Education and Welfare, Public Health Service, Health Resources Administration, Bureau of Health Manpower. Available from: PH and NHSC Scholarship Training Program, Student Assistance Staff, Bureau of Health Manpower, Bldg. 31, Room 4C-39, 9000 Rockville Pike, Bethesda, MD 20014. 1976. 12 pp. Free (single copy). This scholarship training program provides contracts offering financial assistance to students of medicine and osteopathy in exchange for service to the public.

Scholarship description, service obligation, eligibility requirements, application procedure, selection process, and work environments in which recipients may serve are included.

John Frederick Steinman Fellowship Fund, The. John Frederick Steinman Fellowship Fund Committee, 8 West King St., Lancaster, PA 17603. 1975. Un-numbered. Free. Annual fellowships are awarded to qualified persons seeking advanced study in fields of psychiatry, psychology or social case work. Eligibility requirements, selection procedures, terms of fellowship, rules for recipients and application deadline are stipulated.

National Geographic Society Research Grants Information Sheet. Edwin W. Snider, Secretary, Committee for Research and Exploration, National Geographic Society, 17th and M Sts., N.W. Washington, DC 20036. 1976. 4 pp. Free. Grants-in-aid for basic research in sciences pertinent to geography are described. Purpose of grant, eligibility, amount of award, duration, application information and deadline are included.

Perspectives on Financial Aid. College Scholarship Service. College Entrance Examination Board. Available from: College Board Publication Orders, Box 2815, Princeton, NJ 08540. 1975. 179 pp. $4.00. Background information on the administration of financial aid is provided. Financial aid resources, including federal and state programs as well as institutional financial aid resources, are described.

Q.A.: National Medical Fellowships. National Medical Fellowships, Inc., 250 West 57th St., New York, NY 10019. 1976. Un-numbered. Free. NMF awards fellowships to Black American, American Indian, Mexican-American and mainland Puerto Rican men and women who have been accepted by or are attending a medical school in the U.S. and who require financial aid. Functions of NMF, application procedure and sources of information are included.

Scholarship Guide for the Greater St. Louis Area. B'nai B'rith and Center for Career Development, Group Guidance Program, 7730 Carondelet, Clayton, MO 63105. 1976. 29 pp. $1.00. Detailed information is provided on loans, B'nai B'rith scholarships and loans, industrial scholarships and other Jewish-related scholarships in the Greater St. Louis area. Listings of local colleges and universities, St. Louis junior college district, U.S. Government scholarships and loans, Missouri state scholarships, cooperative or work-study education programs and selected references are included.

Some Questions About MALDEF's Educational Programs: Mexican American Legal Defense and Educational Fund. MALDEF, Mexican American Legal Defense Fund, Inc., 145 Ninth St., San Francisco, CA 94103. 1976. Free. Through its Educational Grants Program, MALDEF provides financial assistance enabling Mexican American college students to enter the study of law. Description of program, eligibility, application procedure and selection process are detailed.

Sources for Undergraduate and Dietetic Internship Scholarships. American Dietetic Association, 430 North Michigan Ave., Chicago, IL 60611. 1976. 1 p. Free. Organizations providing and references concerning undergraduate and dietetic internship scholarships are listed.

United Methodist Scholarship Program, The: A Churchwide Educational Service. Student Loans and Scholarships, Board of Higher Education and Ministry, The United Methodist Church, P.O. Box 871, Nashville, TN 37202. 1975. 8 pp. Free. Undergraduate and graduate scholarships sponsored by The United Methodist Church are described. Applicant must (1) be a full-time degree candidate in an accredited university, college or two-year college related to the United Methodist Church; (2) be a member of The United Methodist Church for at least one year; (3) be active in the program of the church and a participant in Christian activities on campus; (4) have leadership potential; (5) be able to establish need for financial aid; and (6) have a grade average of "B" or better.

United Methodist Student Loan Fund, The: A Churchwide Educational Service. Student Loans and Scholarships, Board of Higher Education and Ministry, The United Methodist Church, P.O. Box 871, Nashville, TN 37202. 1975. 8 pp. Free. The United Methodist Student Loan Fund, amounts available, application procedure and other stipulations are described. Applicant must (1) be a member of The United Methodist Church, (2) be a citizen of the

United States (or have permanent resident status) and (3) be admitted to a degree program in an accredited college in the United States and must maintain at least a "C" average.

Virginia Guaranteed Student Loan Plan. State Assistance Authority, 311 Professional Building, 501 East Franklin St., Richmond, VA 23219. 1976. 4 pp. Free. Long term, low cost educational loans are provided by Virginia lenders for attendance at approved schools throughout the U.S. Any person is eligible to apply for a Virginia State Guaranteed Loan who (1) has been a resident of Virginia for 30 days or more, (2) is a citizen or permanent resident of the U.S., (3) is 16 years of age or over and (4) is a full-time student, or has been accepted for full-time enrollment in an approved school. Application procedure, maximum amounts, cost of loan, loan repayment, history and purpose of loan program are detailed.

AIDS FOR THE TEACHER

Bristol Career Education Curriculum Guide, Grades 9-12. Robert J. Edmondson. Career Education Program, Bristol Board of Education, 985 Farmington Ave., Bristol, CT 06010. 1975. 158 pp. Free (limited supply). Career education activities for grades 9-12 are presented. Career interview questions, job application and unit on knowing oneself are included.

Career Education Activities for Subject Area Teachers, Grades 9 through 12. Peter Finn, Jane Lawson, John Masci, Jim Brown, Don Bockler and Jane Cohen. Abt Publications, 55 Wheeler St., Cambridge, MA 02138. 1975. 318 pp. $10.00 (plus $1.00 for shipping). This manual contains activities on career education for use by instructors who teach social studies, English, mathematics, science, art/music, health, foreign languages, driver education and physical education.

Career Education Catalog: Annotated Listings of Selected, Diverse, and Innovative Programs. Kathryn D. Hewett, Marjorie E. Gorman and Donna D. Warner. Abt Publications, 55 Wheeler St., Cambridge, MA 02138. 1976. 108 pp. $10.00. Descriptions of career education programs, including comprehensive public school programs, supplementary public school programs and alternative and community-based programs, are provided.

Career Education Curriculum Guide, Grades K-6. Robert J. Edmondson. Career Education Program, Bristol Board of Education, 985 Farmington Ave., Bristol, CT 06010. 1975. 127 pp. Free (limited supply). Career education activities for grades K-6 are presented. Career education objectives, special education, affective career education and career awareness guide for kindergarten are included.

Career Education Curriculum Guide, Grades 7 and 8. Robert J. Edmondson. Career Education Program, Bristol Board of Education, 985 Farmington Ave., Bristol, CT 06010. 1975. 72 pp. Free (limited supply). Career education activities for grades 7 and 8 are provided for fields of art, English, guidance, home economics, industrial arts, mathematics, music, physical education, science, social studies and special education.

Charting Intellectual Development: A Practical Guide to Piagetian Tasks. Ruth Formanek and Anita Gurian. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1976. 119 pp. $10.50 (cloth). Purpose of tasks presented is to reveal children's thinking strategies at different stages of cognitive, or intellectual, development. Each section includes definition of concept, purpose, methods and questioning used, and a guide to analysis of responses which helps determine cognitive stage.

Developmental Kindergarten, The: Individualized Instruction Through Diagnostic Grouping. Fred R. Petrone. Charles C. Thomas Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1976. 226 pp. $13.75. Typical "smorgasbord" kindergarten curriculum is replaced by a basic skills approach. Focus is on acquisition of social, visual, listening, numerical and perceptual-motor skills through small group instruction.

Eleven Career Education Programs: Descriptions of Selected, Diverse and Innovative Programs. Kathryn D. Hewett, Donna D. Warner and Peter Wolff. Abt Publications, 55 Wheeler St., Cambridge, MA 02138. 1976. Un-numbered. $20.00. Informal, descriptive portraits of diverse career education programs are

given as they have been developed, are operating and are changing.

Enhancing Motivation: Change in the Classroom. Richard deCharms, et al. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1976. 279 pp. $15.95. Part I describes design and history of author's three-year longitudinal, quasi-experimental field project on enhancing motivation. Part II details results of motivation enhancement and discusses achievement motivation, perceived control and goal setting. Personal responsibility and ego development are also considered.

Instructional Design and the Media Program. William E. Hug. American Library Association, 50 East Huron St., Chicago, IL 60611. 1975. 148 pp. $6.50. Foundation for organizing a school media program and coordinating it with curriculum is established. Functions, responsibilities and goals are analyzed.

Issues in Secondary Education. William Van Til (Ed.). National Society for the Study of Education. Available from: University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. 1976. 350 pp. $12.00. This collection of papers focuses on central issues in secondary education. History of issues, fostering maximum development of the individual, humane values, coping with social realities, utilizing man's experience, teaching strategies, as well as the future, social decisions and educational change in secondary schools are among topics discussed.

Medical Problems in the Classroom: An Educator's Guide. Raymond M. Peterson and James O. Cleveland (Eds.). Charles C. Thomas Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 309 pp. $18.75. Implications of medical problems in the education of children are discussed. Variety of medical syndromes are covered with emphasis on their effect on behavior and learning of exceptional children.

Opportunities Abroad for Teachers 1976-77: Teaching, Seminars. U.S. Department of Health, Education and Welfare, Office of Education. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1976. 26 pp. 55 cents. Opportunities available for qualified American teachers to teach for the 1976-77 academic year in elementary and secondary schools of other countries are detailed. Information on opportunities for short-term selected seminars abroad is also included.

Physically Handicapped Child in Your Classroom, The: A Handbook for Teachers. Dorothy Edgington. Charles C. Thomas, Publishers, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 75 pp. $4.50 (paper). Special needs and problems of the physically handicapped child, specifically with cerebral palsy, spina bifida, muscular dystrophy, cystic fibrosis, epilepsy and Legg-Perthes disease, are described. Author explains how changes that follow from these disorders may produce difficulties for the handicapped child.

Psychology of Teaching Methods, The. N. L. Gage (Ed.). National Society for the Study of Education. Available from: University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. 1976. 435 pp. $13.00. Collection of papers on the psychology of teaching methods is presented. Learning bias of teaching methods, programmed and computer-assisted instruction, psychology of written instruction, tutoring, simulation and games, lecture method, television and film, classroom instruction and teacher's decision making are considered.

GUIDANCE MATERIAL—FREE OR INEXPENSIVE

Council of Graduate Schools 1976, The. Council of Graduate Schools in the United States, One Dupont Circle, Suite 740, Washington, DC 20036. 1976. 11 pp. Free. Purpose, membership, organization, activities and publications of the Council of Graduate Schools are covered. Member institutions are listed.

Current Interests of the Ford Foundation, 1976 and 1977. Ford Foundation, Office of Reports, 320 East 43rd St., New York, NY 10017. 1976. 21 pp. Free. Program interests, including national affairs, education and research, resource and environment, the arts, communications, international affairs, public policy and social organization are described. Organization and highlights of past activities are included.

ERIC: What It Can Do For You/How To Use It. James W. Brown, Maxine K. Sitts and Judith Yar-

borough. Educational Resources Information Center. Available from: National Institute of Education, U.S. Department of Health, Education and Welfare, Washington, DC 20208. 1975. 22 pp. Free. This publication is geared for educational library/media specialists who wish to use ERIC in their professional capacities and who wish to teach others to use ERIC. ERIC's functions, directory of ERIC clearinghouses and related units, ERIC searching tools, access to ERIC resources, developing an ERIC computer search, adding materials to ERIC and sources of further information are included.

Equal Employment Opportunity. (Revised). U.S. Department of Labor, Employment and Training Administration, Washington, DC 20213. 1976. Unnumbered. Free. Background information and important clauses of the Comprehensive Employment Training Act (CETA) are covered. Regional Administrators for Employment and Training are listed.

Government Funding Policies and Nontraditional Programs. L. Richard Meeth. Institute for Educational Leadership, George Washington University. Available from: Postsecondary Education Convening Authority, 1001 Connecticut Ave., N.W., Washington, DC 20036. 1975. 18 pp. Free (single copy). Range and scope of funding problems for nontraditional programs are described. Possible solutions for the future are suggested.

Major Issues in Accreditation: The President's Annual Report, 1975-76. Council on Postsecondary Accreditation, One Dupont Circle, N.W., Suite 760, Washington, DC 20036. 1976. 20 pp. Free. Purposes accreditation presently serves as well as primary purposes it should serve in the future are discussed. Role of accrediting organizations and uses of accreditation are also considered.

Marihuana and Health: In Perspective. National Institute on Drug Abuse, 11400 Rockville Pike, Rockville, MD 20852. 1976. 20 pp. Free. Summary and comments on the Fifth Annual Report to the U.S. Congress from the Secretary of HEW relating to health implications of marihuana use are presented.

National Apprenticeship Standards for the UAW. U.S. Department of Labor, Manpower Administration, Bureau of Apprenticeship and Training, Washington, DC 20210. 1975. 20 pp. Free (single copy). Apprenticeship standards for the UAW are detailed. Federal laws and regulations affecting employment of apprentices, apprenticeship agreement between apprentice and employer as well as listings of Bureau of Apprenticeship and Training Regional Offices, State and Territorial Apprenticeship Agencies are provided.

National Institute on Aging. U.S. Department of Health, Education and Welfare, Public Health Service, National Institutes of Health, National Institute on Aging, Bethesda, MD 20014. 1976. Un-numbered. Free (limited supply). The National Institute on Aging was established for conduct and support of biomedical, social and behavioral research and training related to the aging process and diseases and other special problems and needs of the aged. This pamphlet describes NIA's mission, important historical events, major intramural research areas, extramural programs and new directions in aging research.

1976 Annual Report. Education Commission of the States, 300 Lincoln Tower, 1860 Lincoln St., Denver, CO 80203. 1976. 24 pp. Free (single copy). Activities of the Education Commission of the States are reported. Staff structure, state services, federal policy and finance are among topics examined.

1976-77 Catalog of Publications. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 6 pp. Free. This catalog lists current BBCCS publications in guidance, career planning and occupational information. Aids for counselors and parents, information relating to the handicapped and rehabilitation counseling, and educational directories and research are included. Special Occupational Brief Kit is featured.

Press on Welfare, The. Department of International Relations, Ministry of Social Welfare, State of Israel, 8 King David St., Jerusalem 91000, Israel. 1976. 29 pp. Free. Selection of articles on welfare in the State of Israel are presented.

Sex Education for Disabled Persons. Irving R. Dickman. Public Affairs Committee, Inc., 381 Park Ave. South, New York, NY 10016. 1975. 28 pp. 35 cents. Role of parents, institutions and classes in providing sex education and counseling for disabled persons is

discussed. Marriage, genetic counseling, raising children and voluntary sterilization are considered.

Sharing and Caring. U.S. Department of Health, Education and Welfare, Office of Human Development, Office of Child Development, Children's Bureau, Washington, DC 20201. 1976. 36 pp. Free (single copy). The plight of foster children, responsibilities that society has assumed for them, problems of caring for them and why citizens are needed to help are discusssed. Purpose of National Action for Foster Children is surveyed.

Social and Vocational Rehabilitation of the Chronically Unemployed Public Assistance Recipients in Israel. Department of International Relations, Ministry of Social Welfare, State of Israel, 8 King David St., Jerusalem 91000, Israel. 1976. 15 pp. Free. Results of a new program for social and vocational rehabilitation of unemployed public assistance recipients in Israel are reported.

Subsidized Adoption in America. U.S. Department of Health, Education and Welfare, Office of Human Development, Office of Child Development, Children's Bureau, Washington, DC 20201. 1976. 64 pp. Free (limited supply). Background information relating to the concept of subsidized adoption in America is provided. Model State Subsidized Adoption Act and Model Regulations are described and compared with current state laws.

Unemployment: The Problem We Can Solve. Andrew Levison. Public Affairs Committee, Inc., 381 Park Ave. South, New York, NY 10016. 1976. 28 pp. 35 cents. History of unemployment and its effects are surveyed. Efforts of various countries to combat unemployment as well as measures currently pending in U.S. Congress are reviewed.

Women in 1975. Citizen's Advisory Council on the Status of Women, Washington, DC 20210. 1976. 142 pp. Free (single copy). Activities and recommendations of the Citizen's Advisory Council on the Status of Women are presented. Contents include: International Women's Year, Equal Rights Amendment, Elective and Appointive Office, Employment, Social Security, Education, Credit and Banking, Media, Female Offenders, Homemakers and the Family, Child Care, Rape and U.S. Congress.

ADULT EDUCATION AND THE AGING

Aging Is Not For Sissies. Terry Schuckman. Westminster Press, Witherspoon Building, Philadelphia, PA 19107. 1975. 125 pp. $2.95 (paper). Practical pointers for coping with various phases of aging are offered. Keeping well physically, mentally and spiritually, sex, death, finances, food stamps, income taxes, lawyers, living accomodations, working, hobbies and developing a positive attitude are among topics considered.

Middle Age Crisis, The. (Revised). Barbara Fried. Harper and Row, Publishers, Inc., 10 East 53rd St., New York, NY 10022. 1976. 151 pp. $2.95 (paper). Complex physical and psychological forces behind traumas of middle age are discussed. Section on implications of middle age for our society is included.

Pre-Retirement Years, The: Volume 4. U.S. Department of Labor, Manpower Administration. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. 1975. 412 pp. $4.85. Series of research papers are presented on topics conceived to be important in understanding the labor market experience and status of men in middle age.

Time, Roles and Self in Old Age. Jaber F. Gubrium (Ed.). Human Sciences Press, Behavioral Publications Inc., 72 Fifth Ave., New York, NY 10011. 1976. 363 pp. $14.95 (cloth). Roles and variations in them over time are considered in relation to persons in or near later stages of life. Issues such as politics of age, world of the single elderly person, meaning of the "generation gap," effect of consistency on self, response to time-disordered relationships, retirement and residence in relation to widowhood are discussed.

Working With the Impaired Elderly. Bella Jacobs. National Council on the Aging, Inc., 1828 L St., N.W., Washington, DC 20036. 1976. 114 pp. $4.50. Basic information and guidelines are provided for those working with the impaired elderly. Integrating the physically impaired into Senior Centers, social reengagement of the blind and visually handicapped, rehabilitation techniques for working with speech or hearing-impaired older adults and working with the mentally deteriorating are covered.

HANDICAPPED AND REHABILITATION COUNSELING

Access Washington: A Guide to Metropolitan Washington for the Physically Disabled. Information Center for Handicapped Individuals, Inc., 1413 K St., N.W., 12th Floor, Washington, DC 20005. 1976. 132 pp. Free. Information on accessibility to metropolitan Washington DC area including, but not limited to, hotels, restaurants, museums, sites of interest, theatres, etc. is provided for persons with permanent or temporary disabilities.

Deaf Child and His Family, The. Susan Gregory. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1976. 256 pp. $15.00. Everyday life of young deaf children and their families, deaf child's activities and daily routine are described. Personal accounts by parents of their own deaf children and how having a handicapped child can affect family life are included.

Developmental Disabilities Program: The 1975 Amendments. U.S. Department of Health, Education and Welfare, Office of Human Development, Developmental Disabilities Office, Washington, DC 20201. 1976. 16 pp. Free (single copy). Definition of developmental disabilities and strategies for strengthening services and safeguarding individual rights resulting from the 1975 Amendments are detailed.

Developmental Disorders: Assessment, Treatment, Education. Robert B. Johnston and Phyllis R. Magrab (Eds.). University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1976. 532 pp. $14.50. Nature of developmental disorders and roles and services performed by various intervening disciplines are surveyed. Emphasis is on mechanisms and manifestations of most common developmental disorders–mental retardation, cerebral palsy, learning disabilities, deafness and autism, among others.

Federal Assistance for Programs Serving the Handicapped. Department of Health, Education and Welfare, Office of the Assistant Secretary for Human Development, Office for Handicapped Individuals, Washington, DC 20201. 1976. 214 pp. $4.00. This compilation is a comprehensive listing and description of Federal programs and activities which provide assistance or benefits to the handicapped and those working in their behalf.

Learning Disability/Minimal Brain Dysfunction Syndrome: Research Perspectives and Applications. Robert P. Anderson and Charles G. Halcomb. Charles C. Thomas Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1976. 283 pp. $16.95. Focus is on research and critical examination of the learning disabled child. Major emphasis is on examination of confirming or non-confirming research evidence related to assumptions and remediation practices.

1976 Directory of Educational Facilities for the Learning Disabled, The. (Sixth Edition). Academic Therapy Publications, 1539 Fourth St., San Rafael, CA 94901. 1975. 48 pp. Free. Educational facilities for the learning disabled are listed. Each entry includes coded information describing type of facility, related professional services, age range accepted, dates of program, fee schedule and availability of scholarships.

Preparation for Work of the Future. S. Norman Feingold. B'nai B'rith Career and Counseling Services. Address on masthead. 1976. 8 pp. $1.00. Overview is provided of possible directions to be taken in order to open equal opportunity to all who wish to work. Types of work and services projected for the year 2000 are outlined. Planning for and education of the handicapped to fill jobs of the future are considered.

Problem of Mental Retardation, The. U.S. Department of Health, Education and Welfare, Office of the Secretary, Office for Handicapped Individuals, Washington, DC 20201. 1975. 18 pp. Free (up to 100 copies). This booklet is intended as an introduction to understanding mental retardation, why it exists, and what can be and is being done about it.

Psychology of Deafness for Rehabilitation Counselors. Brian Bolton. University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1976. 156 pp. $14.50. Psychological circumstances of deaf persons as well as principles, procedures and techniques proven valuable in the rehabilitation of deaf clients are described. Specific areas of development and functioning–communicative, intellectual, personality, vocational, academic, and psychiatric aspects of

deafness–and principles of program development in early education and rehabilitation are discussed.

Reading Disabilities: An International Perspective. Lester Tarnopol and Muriel Tarnopol (Eds.). University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1976. 341 pp. $14.50. Written by experts representing nineteen countries, this book describes reading and learning disabilities prevalent in each country, remedial steps being taken and results obtained. Each chapter discusses particular country's special education background, statement of reading problem and percentage of children involved, facilities and methods of testing and diagnosis, remediation and its results, medications used, case histories and parent/professional organizations and their work.

THE COUNSELOR'S BOOKSHELF

APGA 1976 Convention Abstracts, Summaries and Research Reports. American Personnel and Guidance Association, 1607 New Hampshire Ave., N.W., Washington, DC 20009. 1976. 366 pp. $5.50 Brief summary of every content session at the 1976 APGA Convention as well as abstracts of papers presented in the program are provided.

Amoral America. George C. S. Benson and Thomas S. Engeman. Hoover Institution Press, Stanford University, Stanford, CA 94305. 1976. 294 pp. $8.95. Moral decay in America, how it happened and what can be done about it are considered. Authors propose that the teaching of ethics, based on a firm set of values rather than shifting whims of "conscience," be incorporated into the nation's school system–from kindergarten through college.

Annual Review of Psychology. Volume 27. Mark R. Rosenzweig and Lyman W. Porter (Eds.). Annual Reviews, Inc., 4139 El Camino Way, Palo Alto, CA 94306. 1976. 640 pp. $17.00 (U.S.); $17.50 (elsewhere). Areas of significant change and advance are evaluated by authorities within various fields of psychology. Current topic chapters on "Psychology and the Law" and "Program Evaluation" as well as a review of psychological developments in France are included.

Assertion Training: A Humanistic-Behavioral Guide to Self-Dignity. Sherwin B. Cotler and Julio J. Guerra. Research Press, 2612 North Mattis Ave., Champaign, IL 61820. 1976. 229 pp. $5.95 (paper). Assertion training is primarily concerned with major interpersonal goals of anxiety reduction and social skill training. Foundations and fundamentals of assertion training are provided.

Being and Caring: Toward Becoming a Whole Person and Living a Life of Quality That Feels Good. Victor Daniels and Laurence J. Horowitz. San Francisco Book Company, Inc., 2311 Fillmore St., San Francisco, CA 94115. 1976. 388 pp. $10.95. This book is a guide to "self-reclamation projects"– to unlocking and developing the personality in humane interaction with other people. Topics include: Basic Understandings, Responsiblity, Behavior and Change, Awareness and Acceptance, Living With Feeling, Events in the Mind and Synthesis.

Counseling and Psychotherapy: An Existential-Humanistic View. (Third Edition). Dugald S. Arbuckle. Allyn and Bacon, Inc., 470 Atlantic Ave., Boston, MA 02210. 1975. 504 pp. $13.95. Existential-humanistic viewpoint of counseling and psychotherapy is presented. Philosophy and theories of counseling and psychotherapy, the counseling process as well as the counselor as a person, functions of the counselor and professional education are highlighted.

Families in the Military System. Hamilton I. McCubbin, Barbara B. Dahl and Edna J. Hunter (Eds.). Sage Publications, Inc., 275 South Beverly Dr., Beverly Hills, CA 90212. 1976. 393 pp. $20.00. Research studies on armed forces families are presented. The military family under stress, the family in the military community and the military family in transition are covered.

Family Structure and Effective Health Behavior: The Energized Family. Lois Pratt. Houghton Mifflin Company, One Beacon St., Boston, MA 02107. 1976. 230 pp. $6.95. This book explores the type of structure families need in order to function effectively in contemporary society. Effectiveness of alternative forms of family structure in the family's performance of personal health care is assessed.

Human Conspiracy, The: The New Science of Social Behavior. Nigel Calder. Viking Press, Inc., Publishers, 625 Madison Ave., New York, NY 10022. 1976. 141

pp. $12.95. Author examines often complex and subtle ways human beings conspire with one another to "make people." Interaction from infancy through adulthood is studied.

Hyperactive Children: Diagnosis and Management. Daniel J. Safer and Richard P. Allen. University Park Press, Chamber of Commerce Building, Baltimore, MD 21202. 1976. 239 pp. $8.50. Practical methods to help professionals deal more successfully with hyperactive children are presented. Use of drugs and operant conditioning for hyperactivity is examined.

Impact of ERA: Limitations and Possibilities. Equal Rights Amendment Project of the California Commission on the Status of Women. Available from: Les Femmes Publishing, 231 Adrian Rd., Millbrae, CA 94030. 1976. 287 pp. $4.95 (paper). The Equal Rights Amendment as it applies to both men and women is analyzed. Ways in which ERA will affect individual rights, employment, education and domestic relations, both legally and socially, are suggested.

Impact of Government Manpower Programs, The: In General, and On Minorities and Women. Charles R. Perry, Bernard E. Anderson, Richard L. Rowan and Herbert R. Northrup. Industrial Research Unit, The Wharton School, University of Pennsylvania, Philadelphia, PA 19174. 1976. 511 pp. $18.50. Detailed record is provided on what categorical manpower programs have accomplished, their impact on various groups including minorities and women, and in what manner they failed to achieve their objectives. Both economic and noneconomic results are examined for all programs.

Intellectual Talent: Research and Development. Daniel P. Keating (Ed.). Johns Hopkins University Press, Baltimore, MD 21218. 1976. 346 pp. $3.95 (paper). This book reports on exceptionally gifted young people, chiefly in the twelve-to-fourteen age group. Both theoretical and practical issues, including how to identify, measure and facilitate intellectual development, are discussed.

It Changed My Life: Writings on the Women's Movement. Betty Friedan. Random House, Inc., 201 E. 50th St., New York, NY 10022. 1976. 388 pp. $10.00. Meaning and future of the Women's Movement as well as author's role in it are explored. Speeches, articles, personal memories and new writings provide historical perspective.

Kibbutz Experience, The: Dialogue in Kfar Blum. Yosef Criden and Saadia Gelb. Schocken Books, 200 Madison Ave., New York, NY 10016. 1976. 277 pp. $3.95. Two veteran "Kibbutzniks" talk about their thirty years in Kfar Blum, the third generation and equality on the kibbutz.

Mental Examiner's Source Book. Julian C. Davis and John Paul Foreyt (Eds.). Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 238 pp. $14.50. Authoritative material is provided on both traditional mental evaluation instruments and recent topics in clinical assessment.

Momism: The Silent-Disease of America. Hans Sebald. Nelson-Hall, Inc., 325 West Jackson, Chicago, IL 60606. 1976. 318 pp. $8.95. Phenomenon of "Momism" is defined as control by conditional love. Types and techniques of Moms, consequences of Momism, and prevention and cure are discussed. Author probes future of Momism and views forces affecting it—new cultural images, new laws, economic changes, altered family style and the women's liberation movement.

Moving Up: Ethnic Succession in America. Daniel Elazar and Murray Friedman. Institute on Pluralism and Group Identity, 165 East 56th St., New York, NY 10022. 1976. 62 pp. $1.95 (prepaid). Nature of ethnic mobility in American society is explored. Guidelines for conducting future ethnic bargaining for increased recognition and upward mobility are set forth.

Not of One Mind: Americans View America. Dale Tarnowieski, et al. AMACOM, American Management Associations, 135 West 50th St., New York, NY 10020. 1976. 128 pp. $9.95. Opinions of 600 American men and women in business, government and education on problems affecting America are presented. Subjects include: governmental power, welfare, politics, ethics, inflation, work, education, crime, recession, labor, technology, world leadership, the media, family and marriage, the future and the American dream.

Peacemaking: A Guide to Conflict Resolution for Individuals, Groups and Nations. Barbara Stanford. Bantam Books, Inc., 666 Fifth Ave., New York, NY 10019. 1976. 500 pp. $1.95 (paper). Combination of approaches to maintain peace is advocated. Variety of opinions on peace from political scientists, psychologists, historians, etc. are represented.

Personality: Effective and Ineffective. David G. Martin. Brooks/Cole Publishing Company, Monterey, CA 93940. 1976. 380 pp. $10.95. Author presents a view of human personality founded on a learning-theory base. Human concerns such as love, empathy, unconscious influences, autonomy, repression and others are included in theory's framework.

Psychological Deprivation in Childhood. (Third Edition). J. Langmeier and Z. Matejcek. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1975. 496 pp. $19.75. Authors contrast models of child deprivation in the past with those of contemporary societies. Factors underlying deprivation and what is contributed by cultural, economic and geographical circumstances are identified.

Raising Children in Modern America: What Parents and Society Should Be Doing for Their Children. Nathan B. Talbot. Little, Brown and Company, 34 Beacon St., Boston, MA 02106. 1976. 180 pp. $8.95. Addresses, essays and lectures explore what parents and society can do to meet the needs of the oncoming generation from infancy to adulthood. Specific recommendations concerning childrearing, day care, school curricula, as well as other social issues are given.

Reference Guide to Postsecondary Education Data Sources, A. National Center for Higher Education Management, Western Interstate Commission for Higher Education, P. O. Drawer P, Boulder, CO 80302. 1975. Un-numbered. $12.00. This guide has been developed as a companion to the NCHEMS *Statewide Measures Inventory* in order to assist individuals in identification of available sources of data related to postsecondary education planning and decision making. Brief description and availability information is provided.

Rorschach Workbook, The. (Revised Edition). Lucille Hollander Blum, Helen H. Davidson and Nina D. Fieldsteel. International Universities Press, Inc., 239 Park Ave. South, New York, NY 10003. 1975. 195 pp. $10.00 (cloth). Administering and scoring the Rorschach are taught with self-testing exercises and sample records included. Developmental expectations at various age levels; techniques with young children and adolescents as well as adults are covered.

Save Your Marriage. Barry Robert Berkey. Nelson-Hall, Inc., Publishers, 325 West Jackson Blvd., Chicago, IL 60606. 1976. 295 pp. $9.95. Author has devised a system, "trilateral psychotherapy," to help marriage partners recognize emotionally as well as intellectually what they have done to put their marital relationships "on the skids." During the process of therapy described, each partner is encouraged to examine his own feelings and those of his mate, to recognize irritations arising from marriage, their hidden meanings and to learn to communicate better.

Self-Directed Systematic Desensitization: A Guide for the Student, Client and Therapist. Wes W. Wenrich, Harold H. Dawley and Dale A. General. Behaviordelia, Inc., P.O. Box 1044, Kalamazoo, MI 49005. 1976. 96 pp. $3.95. Step-by-step instructions on how people can deal with their learned fears or phobias through systematic desensitization are provided.

Single Blessedness: Observations on the Single Status in Married Society. Margaret Adams. Basic Books, Inc., Publishers, 10 East 53rd St., New York, NY 10020. 1976. 264 pp. $12.50. Supported by her years of reflective observation on singleness as well as in-depth and casual interviews with women and men, author examines unmarried's life style, personality traits, individual philosophy and identity development. Characteristics are related to what is, in many cases, a deliberate choice to remain unmarried.

Time of Transition: The Growth of Families Headed by Women. Heather L. Ross and Isabel V. Sawhill. The Urban Institute, 2100 M St., N.W., Washington, DC 20037. 1975. 224 pp. $4.95. Implications of a new family structure for individuals, society and public policy are investigated. Association between increasing economic independence for women and rising divorce rates, differences in family structure by

race, possible contribution of welfare to growth of these new families, and consequences for children of being raised in single-parent families are highlighted.

Vulnerability, Coping and Growth: From Infancy to Adolescence. Lois Barclay Murphy and Alice E. Moriarty. Yale University Press, 92A Yale Station, New Haven, CT 06520. 1976. 460 pp. $20.00. Focusing on coping styles of children, authors describe ways in which children attempt to deal with stress, both from within themselves and from the outside world, and how stress often promotes growth. Ecological setting, culture and development; maternal style and infant response; processes contributing to continuity and change; interplay of vulnerability, stress and resilience; and outcomes are examined.

Weeping In the Playtime of Others: America's Incarcerated Children. Kenneth Wooden. McGraw-Hill Book Company, 1221 Avenue of the Americas, New York, NY 10022. 1976. 264 pp. $8.95. Plight of imprisoned youth in America is analyzed and documented. Author provides a plan for action for improvement of the system.

Women and Achievement: Social and Motivational Analyses. Martha T. Shuch Mednick, Sandra Schwartz Tangri and Lois Wladis Hoffman. Halsted Press, John Wiley and Sons, Inc., 605 Third Ave., New York, NY 10016. 1976. 441 pp. $19.95. Data concerning women and achievement are highlighted. Current concerns are placed in broad social psychological context.

Women and Education. Elizabeth Steiner Maccia, Martha Ann Coleman, Myrna Estep and Trudy Miller Shiel. Charles C. Thomas, Publisher, 301-327 East Lawrence Ave., Springfield, IL 62703. 1975. 381 pp. $13.75 (cloth). Readings are provided for assessment and analysis of the context, teacher-learner relationship, curriculum for education of women and future of women. Ways in which ideology shapes women's lives, dilemmas of women's education, women in children's literature, sex roles in early reading textbooks, women in high school U.S. history textbooks, schooling of tomorrow's women, education and women's liberation movement are discussed.

Women and Philosophy: Toward a Theory of Liberation. Carol C. Gould and Marx W. Wartofsky (Eds.). G. P. Putnam's Sons, 200 Madison Ave., New York, NY 10016. 1976. 364 pp. $8.95. Fundamental philosophical conceptions underlying conflicting strategies for women's emancipation are examined. Historical critique, analysis and critique of the present and contemporary philosophy as well as contemporary social, ethical and political issues are presented.

Women, Money and Power. Phyllis Chesler and Emily Jane Goodman. William Morrow and Company, Inc., 105 Madison Ave., New York, NY 10016. 1976. 259 pp. $8.95. Authors employ psychological observations, economic, political and historical analysis and evidence from their own experience to support their contention that most of the wealth of this nation lies completely outside the reach of women.

Words and Women: New Language in New Times. Casey Miller and Kate Swift. Anchor Press/Doubleday, Garden City, NY 11530. 1976. 197 pp. $7.95. Authors show how the English language, throughout its history, has responded to changing social perceptions, a process that continues as beliefs about the place and potential of women undergo radical revision. Ways in which words affect how men and women relate to each other socially, politically and sexually are studied.

You That Could Be, The. Fitzhugh Dodson. Follett Publishing Company, 1010 West Washington Blvd., Chicago, IL 60607. 1976. 211 pp. $8.95. Author describes ways in which the "Repressive Self" prevents individuals from realizing their "Potential Self." Step-by-step psychological exercises and experiments that can be used to actualize "Potential Self."

Your Self: An Introduction to Psychology. Miriam S. Grace, Philip T. Nicholson and Don R. Lipsitt. Hart Publishing Company, Inc., 15 West 4th St., New York, NY 10012. 1976. 781 pp. $12.50 (cloth). Traditional content of an introductory psychology course is presented in a way that is meaningful to adolescents. Human development from birth to death, psychological differences between the sexes, ethical and moral development, group dynamics, coping with life stresses, mental health and self-actualization are highlighted.

PERIODICALS IN GUIDANCE AND RELATED FIELDS (continuation of listing from last issue)

Alumni News. Yeshiva University, Department of Public Relations, Main Center, 500 West 185th St., New York, NY 10033. Quarterly. Free (to alumni).

Analysis. Institute for Jewish Policy Planning and Research, Synagogue Council of America, 1776 Massachusetts Ave., N.W., Washington, DC 20036. 10 issues. $4.00 per year.

Bridge, The. Center for Research and Education, 2010 East 17th Ave., Denver, CO 80206. Quarterly. $10.00 per year (add $3.00 for foreign subscriptions).

Career Education News. McGraw-Hill Publications, 230 West Monroe St., Chicago, IL 60606. 22 issues. $50.00 per year (payable in advance).

Community College Review. Ken B. Segner, 310 Poe Hall, North Carolina State University, Raleigh, NC 27607. Quarterly. $4.00 per year.

Community Health, Journal of. Human Sciences Press, Behavioral Publications, Inc., 72 Fifth Ave., New York, NY 10011. Quarterly. $30.00 per year (institutions); $15.00 per year (individuals).

Equal Opportunity in Higher Education. Education News Services Division, Capitol Publications, Inc., 2430 Pennsylvania Ave., N.W., Suite G-12, Washington, DC 20037. Biweekly. $75.00 per year.

Exceptional Parent, The. Psy-Ed Corporation, P.O. Box 946, Manchester, NH 03105. 6 issues. $10.00 per year (add $1.00 per year for Canada and Mexico; $2.00 per year for foreign).

Ford Foundation Letter. Ford Foundation, Office of Reports, 320 East 43rd St., New York, NY 10017. 6 issues. Free (upon request).

Fund Raising Management. Hoke Communications, Inc., 224 Seventh St., Garden City, NY 11530. Bimonthly. $8.00 per year.

Impact on Instructional Improvement. New York State Association for Supervision and Curriculum Development, c/o Dr. George Movesian, Managing Editor, 149 West Broad St., Bergenfield, NJ 07621. Quarterly. Free (NYSASCD members); $7.00 per academic year (non-members).

Industrial Education. Macmillan Professional Magazines, Inc. Available from: Industrial Education, Subscription Department, 262 Mason St., Greenwich, CT 06830. 9 issues. $9.00 per year (U.S. and Canada); $12.50 per year (all other foreign and Pan American).

Modern Age. Foundation for Foreign Affairs, Inc., 743 North Wasbash Ave., Chicago, IL 60611. Quarterly. $7.00 per year (add 50 cents for Canadian and foreign postage).

National ACAC Journal, The. National Association of College Admissions Counselors, 9933 Lawler Ave., Skokie, IL 60076. Triennially. Free (one subscription to each member school, college and association); $10.00 per year (non-members).

Quarterly Review of Film Studies. Redgrave Publishing Company, 430 Manville Rd., Pleasantville, NY 10570. Quarterly. $14.00 per year (individuals); $22.00 per year (institutions).

Reform Judaism. Union of American Hebrew Congregations, 838 Fifth Ave., New York, NY 10021. 8 issues. $2.00 per year.

SIGNS: Journal of Women in Culture and Society. University of Chicago Press, 5801 Ellis Ave., Chicago, IL 60637. Quarterly. $16.00 per year (U.S. institutions); $12.00 per year (individuals); add $1.00 for foreign countries.

Society. Transaction, Inc., Rutgers–The State University, New Brunswick, NJ 08903. Bimonthly. $9.75 per year (individuals); $12.50 per year (institutions); add $1.50 per year (for delivery outside U.S. and Canada).

Teachers Guide to Television. P.O. Box 564, Lenox Station, New York, NY 10021. Biennially. $3.50 per year (prepaid).

Theory into Practice. College of Education, Ohio State University, 149 Arps Hall, 1945 North High St., Columbus, OH 43210. 5 issues. $5.00 per year.

VICA. Vocational Industrial Clubs of America, 105 N. Virginia Ave., Falls Church, VA 22046. Quarterly. $2.00 per year (high school and post-secondary student members); $3.00 per year (non-members).

Vital Issues. Center for Information on America, Washington, CT 06793. 10 issues. $3.00 per year.

Vocational Evaluation and Work Adjustment Bulletin. Vocational Evaluation and Work Adjustment Association. Available from: Ms. Helen Travis, VEWAA Subscription Coordinator, Daniel Arthur Rehabilitation Center, Oak Ridge, TN 37830. Quarterly. $5.00 per year (U.S. and Canada); $9.00 per year (foreign).

Womanpower. Manpower Administration, U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Monthly. Free (to personnel of national and regional Manpower Administration offices and, by special arrangement, to State employment security agencies); $15.30 per year (others); $19.15 per year (in countries other than U.S., Canada and Mexico).

Worklife. Employment and Training Administration, U.S. Department of Labor. Available from: Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. Monthly. Free (to personnel of national and regional Employment Training Administration offices and, by special arrangement, to State employment security offices); $15.30 per year (others); $19.15 per year (in countries other than U.S., Canada and Mexico).

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PREPARATION FOR WORK OF THE FUTURE

by

S. Norman Feingold*

As a member of the President's Committee on Employment of the Handicapped for more than two decades, I have seen many gains in the habilitation and rehabilitation of citizens handicapped by a multitude of emotional, mental and physical disabilities. Special training for the disabled, adaptation of the environment, and education of the non-disabled have widened the awareness of the general public to the assets, capabilities, positive accomplishments and present potential of the handicapped for greater participation in the mainstream of society. We cannot rest on our laurels. We have lots to still accomplish. I have been assigned the topic "Preparation for Work of the Future." In the time allotted, one can merely hint at some of the possible directions we can take to open equal opportunity to all who want to work.

WORK OF THE FUTURE: WHAT WILL IT BE?

The year 2000 will not be a mere extension of the year 1976. The world of work is changing, but it can change even more rapidly. Most of the nation's workers are in industries that produce services such as education, health care, trade, repair, transportation, banking, and insurance. It is expected that by 1984 growth will be faster in the servicing-producing industries than in the goods-producing industries. In 1974 there were approximately 53.7 million people in service industries. The prediction is 71.5 million by 1985. In 1974 there were 28.1 million people in the goods producing industry. This number will grow only slightly in the forthcoming years.

The proportion of the work force in different clusters of occupations has changed dramatically. The farmer represented 30% of employed people in 1900, today about 4%. Thousands of jobs have been taken over by machines, as for example, hand assembly jobs. The elevator operator has been replaced by a machine that can say, "Please step to the rear of the elevator" or "This floor specializes in electrical supplies." How many of you remember the bowling ball attendant who picked up and straightened the pins?

*Dr. Feingold is National Director of B'nai B'rith Career and Counseling Services and Immediate Past-President of the American Personnel and Guidance Association. This address was delivered at the annual meeting of the President's Committee on Employment of the Handicapped, April 28, 1976, at the Washington Hilton Hotel, Washington, D.C.

Government employment has grown faster than any other industry division. Growth has been mostly at the state and local levels. It has increased 70% from 8.4 million to 14½ million between 1960 and 1974. White collar workers outnumber blue collar workers by almost 12 million people.

More accurate job forecasting is good but must be accompanied by adequate education and training. At the same time, we've got to encourage the growth of human services and meaningful careers.

We need people-helping-people jobs and careers. In my judgment, by the year 2000, the following may be possible in spite of the bottom line financial implications:

- At least one million more people could be used and trained in human services for employment by nursing homes. At present, no psychologists, no counselors and very few trained social workers are employed in such homes. My thrust would be a new specialist trained in the human services field. I can recall being a part of a group that helped both counseling psychology and rehabilitation counseling become a profession.
- One million additional workers can be trained in human services to work in each of the following areas: recreation centers, day care centers for youth and aging, apartments and hotels for the aging, retirement villages, educational parks and leisure technology.
- Two million additional mental health technicians will be needed in order to help individuals cope with increasing stress resulting from the rapid technological changes occuring within our society.
- Health spas could use half a million more workers trained in services with specialized health knowledge and skills.
- Approximately one-hundred thousand futuristic counselors and one-hundred-fifty thousand technological displacement counselors will be needed in a wide variety of work settings.
- Career counseling in specialized settings will be in great demand. Approximately two-hundred-fifty thousand counselors could be employed effectively in prisons, hospitals, geriatic centers, etc.
- Two-hundred-fifty thousand counselors especially trained to work with the severely handicapped. This is a top government priority. Many of these new counseling careers can be fulfilled most adequately by the handicapped. Peer counseling of the handicapped can open new job vistas.
- Five-hundred thousand trained home workers could take care of severely handicapped people who could then live and work in their homes, or pursue an avocation that can be self-actualizing. We can find and create jobs and careers to match the rich human resources of our country. The cost for such a program would be far less than having the equivalent people live in institutions.

Following are four other areas where needs and opportunities are projected. At the University of Rochester, for example, the University and the business community are exploring new kinds of work that the deaf can do successfully, and at the same time breaking down job stereotypes. I fully realize the tremendous bottom line of these thrusts. The decision is whether or not people are our most precious resource.

- Ocean farming will be in greater demand as the scarcity of land food becomes more apparent. One hundred thousand workers can be employed in the search and research for and utilization of other sources of food.

- We need more readable signs on our roads. There is no uniform code for traffic signs among our fifty states. Many accidents can be traced to poorly posted directions. Thousands and

thousands of workers could be employed researching, revising, repairing and building better signs.

- Five-hundred thousand conservation technicians trained in research and specialized ecological services will be needed.

- Thousands of people will be employed in projected space colonies. The handicapped must have a role in this new high frontier.

Certainly the growth, small as it may be, within certain occupational areas gives us an indication of new careers as well as the inter-disciplinary approach into the world of work for the future. Many new career fields have already been developed over the past several decades. A few examples include: selenologists (people who study the moon), manpower analysts, solar physicists, environmental system engineers, resource teachers, teacher assistants, physician's assistants, diagnostic prescriptive teachers, celestial mechanics scientists, medical bio-ethics personnel, placement specialists, nuclear medicine technologists, developmental biologists, health physicists, behaviorists, dermatobiologists, structural protein chemists, earthquake engineers, technology forecasting specialists, educational development officers, tissue culture technicians, plant biochemists, algae physiologists, neo-biologists, clinical biochemists, chemist-pharmacologists, avian biologists or futurists. I remember the time when there were just a very few futurists at most. There is a great need for legitimate masseuses and masseurs. It is interesting that in Taiwan, the first opportunity at the job of masseuse and masseur goes to the blind.

Twice as many women have entered law and medical schools in the last five years because of the feminist movement. Men are going into nursing. Sexist roles and stereotypes too often assigned to the world of work are gradually being weakened. Noticeable gains were made by women and minorities this year. We know that there has been an increase in the percent of handicapped students entering college but the exact statistics are not available.

PLANNING TAKES PLACE ON MANY LEVELS

The changes we wish in the occupational distribution of the handicapped must be planned for now. For the future is now, and the handicapped can make the future a brighter one. Contributions of the handicapped are part and parcel of our 200 years. We cannot permit the present inequities to continue.

There are no reliable statistics of the percentage of handicapped people who are unemployed even in good times, but we do know that it is considerably higher than among the general working population. Moreover, studies of salary levels show that the average wages of handicapped persons are well below the wages of the non-handicapped.

A lot depends on the cultural stereotypes. A person subject to epileptic seizures in a primitive society may become an outstanding medicine man, but in our society is rejected as a school teacher on the grounds that the children will be frightened if the teacher has a seizure.

Handicapped individuals need to know how to utilize information, scientific, technical, and social. Videotape, cable and educational TV, other emerging media such as sophisticated home study are tools to widen the dissemination of pertinent information and relevant experience. Parnes' research at Ohio State University points up that the more information people have about jobs and careers, the higher their salary level. Meaningful career and job choices are most likely to occur with adequate exploration and experiences; career guidance emphasizes the importance of the latter. Some areas where planning needs to take place now are:

EARLY CHILDHOOD EDUCATION

Earlier training and education is an area of exploration for the experts in the field of early childhood education. Professional day care centers were needed yesterday. Of the eight million school-age children, 5-17, about 1 out of 10 are handicapped. Babysitting service is no substitute for day care centers. While what happens prior to adolescence affects the adolescent and post-adolescent, it is in this age group—the over 12-year old—that my training and experience are concentrated.

EDUCATION FOR CAREERS

Career education represents an area of accountability in the total education of handicapped children and youth. It can begin with pre-school experiences and continue through adulthood in the realistic formulation of career or leisure goals and associated attitudes, habits, and skills. This is true for all people. A longitudinal approach requires programmatic cohesion and preparation at all educational levels with much more cooperation among vocational rehabilitation counselors, special educators, career educators and vocational educators. It also requires the concerted effort of students, parents, and all professionals. A program of this kind rests heavily upon openness and sharing of knowledge by everyone concerned. It requires a responsiveness to aptitudes, interests and particular uniqueness of the handicapped individual by those people who are responsible for education, as well as by parents and employers. Cooperation among regular educators, special educators, and career, and vocational educators and the total community is particularly essential.

Let me propose that we have new kinds of innovative schools and new kinds of education. Even though many more schools and colleges have widened and increased facilities for the handicapped, and mainstreaming is evidenced, we still need more sophisticated breakthroughs for the handicapped in many areas. Examples are schools without walls, advanced study by mail, college credit by examination, and credit for all kinds of experience. We must also make certain that credentialism does not keep handicapped people with ability, interest and potential from gaining access to an education that has, or can have, a job and a career at the end of the line. Training and education for the handicapped without any job or career at the end of the line is a rip-off, which today not just the handicapped face.

- Transportation.

Unless the trained individual can come to this job, the end of the line is a rip-off. We can place astronauts on the moon, but we haven't yet developed a local transportation system that all people may use. The elderly, the arthritic, the wheelchairbound, to name a few, can't negotiate the steps in busses, assuming they live in a city with bus transportation. The blind, the epileptic, cannot drive themselves. It may be a combination of transportation services that will make it possible for more handicapped to work.

In Washington, D.C., the first four miles of the subway recently opened. It has taken all sorts of community action and monitoring to make it accessible for the handicapped. Some of the handicapped require very expensive vans with hydraulic lifts or other specialized services. Unless they can work at a job that pays enough to afford this available expensive equipment, they remain unable to work.

- Redesign of jobs, buildings, etc.

It has been done and it can be done. It takes cooperation among industry and the engineer, the rehabilitation agencies, the legislators, the employer, the handicapped, and the state vocational rehabilitation agencies that have the mandate to actively integrate the handicapped into the mainstream. It can and must be done. Pressure must be exerted by the handicapped themselves. It can't be done by just

talking to one another but to those who can make the needed changes. As a psychologist, I am convinced that further accessibility of the handicapped in every area—housing, work, recreation, etc.—would have great psychological implications for the self-respect and self concept of the handicapped.

- Federal and State laws.

We need to examine in depth our social security, Medicaid and Medicare, public assistance and workmen's compensation. It will probably have to be legislated and litigated. They have or may have built into them disincentives to work. We need to obtain the facts and publicize them and make changes when necessary.

There's a woman I know who works as a volunteer because if she received a salary, she would lose lots of benefits she needs to live in an apartment rather than in an institution. Biomedical engineers have developed the gadgetry to enable her to use her mental capabilities, but the financial expenditures required for her equipment, special training, attendant care, etc., is beyond her earning potential.

- Fringe benefits and group health insurance.

We need to examine these issues in detail and in great depth. Are some employers using this as an excuse not to hire the handicapped? If there is a justifiable and identifiable reason for denying employment because of fringe benefits and insurance, then we need to develop ways to overcome these reasons through reinsurance or guarantees. We need to have the complete facts.

TENTATIVE CONCLUSION

As we participate at the annual meeting of the President's Committee on Employment of the Handicapped I hope we will explore actions for this committee to take toward developing meaningful preparation for work of the future. Each of you, I hope, will go back to your local community geared for action. Don't be discouraged by those who say it cannot be accomplished. Such people have always been with us.

In 1889, the Director of the U.S. Patent Office asked President McKinley to abolish the Patent Office, along with his own job, because "everything that can be invented has been invented." In 1926, Lee DeForest, a pioneer in the development of the radio, stated, "While theoretically and technically television may be feasible, commercially and financially I consider it an impossibility, a development of which we need waste little time dreaming." Predictions for TV and the industry it sponsored were far too conservative by leading scientistis. The science fiction of my youth is already a reality and Buck Rogers is obsolete.

Bishop Wright said that "If God wanted us to fly he would have given us wings." Orville and Wilbur Wright, his sons, started the air industry.

Affirmative action means active day to day cooperation between handicapped employees, employers, and the government. Affirmative action also means obtaining the facts with more consumer input in those areas where barriers to work for the future exist in education, transportation, environment, existing laws, fringe benefits and legitimate career opportunities.

Once the facts are obtained, a plan of action to maximize the positives, minimize the negatives, and change any discrimination in existing laws and attitudes can be creatively initiated. The discussions here

this week can be a major start on squarely meeting the issues surrounding Preparation for Work of the Future–for the future is now. We could use 1000 more "Hank Viscardis" today.

For even though we may ultimately move towards a leisure society, for most people, including the handicapped, one's role, status, and function, is determined to a great extent by one's work. Career and job placement is a top priority in my book. The handicapped, through lifelong education, can continue to live significantly. Every person has the right to become all that she or he is capable of becoming. Every person is a VIP and can make a contribution to one's self, family and society. Seneca, many centuries ago, summed it up when he said, "As long as you live, keep learning how to live."

In conclusion I would like to quote Robert Frost from his poem, "The Road Not Taken":

"I still will be telling this with a sigh
Sometimes ages and ages hence.
Two roads diverged in a wood–
I took the one less traveled by
And That has made all the difference."

Let us continue to have this choice and maintain unity through diversity.

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